Sample PD For ITPS Training Only

Information Technology
Position Description

For assistance completing this form, contact your supervisor/manager or your Human Resources (HR) Office. Complete form, obtain all signatures, scan and save using the following naming convention: [Agency/Institution]_IT_[Position Number]_[Date: YYYYMMDD]. Example: DSHS_IT_0480_20150621.

Position Information	
Agency/HE Institution, Division, Unit Agency X	Action **Update**
Class Code and Title Enter text.	Current Salary Range Enter text.
Proposed Class Code and Title Enter text.	Proposed Salary Range Enter text.
Agency/HE Institution Position Number **xxxx**	HRMS Position Number (if applicable) **xxxx**
Project Title (if applicable) Enter text.	Assignment Pay Dual Language ☐ Other ☐ Enter text.
Incumbent's Name (If filled position) Steve Allen Smith	Address Where Position Is Located (Duty Station) **Headquarters IT Office**
Work Schedule Part Time ☐ Full Time ☒	HR Approved Overtime Eligible Yes ☐ No ☒
Position represented by a Master Agreement: Yes ☐ No ☒ If **yes**, list Master Agreement: Choose Agreement.	Position has an approved In-Training Plan: Yes ☐ No ☒ If **yes**, attach Position Description for each In-Training Level
Supervisor's/Manager's Name and Title Enter text.	Supervisor's/Manager's Phone Enter text.
Date Completed **6/7/2017**	Date Previous Position Description Approved **6/7/2016**
Primary Job Family (select one) **5. Data Management**	Secondary Job Family (select one, if applicable) **4. Customer Support**

Organizational Structure (Attach an organizational chart.)
Summarize the functions of the position's division/unit and how this position fits into the organizational structure.
The IT Business Support Division Position directly supports the agency's mission and provides data management support services to the agency. As a member of the Data Management team in the Headquarters office to provide access to reports and compile reports as needed.

Position Objective
Describe the main purpose of the position and the type and nature of the work performed.
This is a senior level position that compiles reports, moves data from one source to another, provides data searches to locate information within the agency network systems, updates servers to keep the programming current, transfer database content from the onsite storage to the cloud. Responsible for data warehousing design, programming and retrieval.   **This position works with other IT staff and business representatives to obtain data management clarification and file system content requirements that meet the approved agency data management plan. The procedures**

follow the best practices guidelines and provide an Enterprise approach to managing data and report development.

Identify and analyze potential data quality or other data warehouse related issues, conduct testing and verification of fixes made to the warehouses or the data that they hold. **Conduct analysis of potential issues discovered by the data warehouse users and determine if a problem exists**. Manage job tickets using online ticketing repository system, clear request once issue is resolved. **Maintain SharePoint Data Quality log, enter new data related issues and maintain until issue is resolved.**

Create management reporting systems using SQL for data retrieval. Build automated data retrieval to ensure optimal database retrieval processes into the databases to control and maintain data storage, data size, and to performance. **Design reports to meet management business requirements**.

Independently plan, implement and maintain specialized access databases for various agency programs in compliance with policy and guidelines for such databases. Develop code needed to keep database functional using Visual Basic and other specialized programming language according to technical specifications. Apply advanced level of knowledge of data structure, data relationships and database programming to design specialized databases for operational needs. Ensure programs are updated by installing updates as required.

Assists in the systematic search for documents in response to various documentation requests such as: reports, audits, investigations, legal document searches, and public disclosure requests. Perform official database document destruction as authorized through State's archive and retention rules.

Other Duties as assigned. Support maintaining backup database off site to support emergency disaster recovery if needed.

Complex/Challenging Issue	How Resolved	Frequency
Maintain accurate and timely state required statistical and accounting reports.	**Build complex analytical queries to test and verify correct report population before submission of the report in production to the State.**	**Weekly**
Coordinate critical and complex changes to the data management systems to ensure deadlines are met and staff is not delayed in their meeting their reporting requirements.	**Maintain an intimate knowledge of the database reporting processes, system access requirements and work closely with other staff to ensure that any complex issues are resolve quickly.**	**Daily**
Coordinate document discovery and recovery for public disclosure requests.	**Maintain knowledge of public disclosure rules to ensure agency compliance for documents within the IT division. May assist with document location and recovery if necessary.**	**Monthly**
Maintaining aged data and data structure over time due to evolving business needs.	**Transform data that has become faulty or incomplete into data that functions and operates correctly under current business specifications.**	**Weekly**
Keeping the customer input screens and data updated with	**Identify aging code that will not automatically convert to newer software**	**Daily**

software and technology upgrades.	versions, correct and manually complete the conversion process.	
Reducing database downtimes as much as possible by responding to database issues timely.	**Apply senior level knowledge of specialized databases, data structure, and business processed they support to identify cause, develop, test and implement fix as soon as realistic. Performs lead work as the z/OS system programmer.**	**Daily**

Decision Making

What duties are performed that require the position to make choices, determinations or judgments?

Database planning, implementation and maintenance of specialized access databases. Determine how to create and relate complex data to ensure database standardization and enable accurate management reporting.

Determines how to code required functionality. Makes judgment on frequency of archiving database information to maintain optimum system performance.

Determines testing requirements, designs tests that adequately identify issues and develop programming solutions to resolve database and data warehouse problems.

Which decisions are sent to the next level of supervisor/manager or technical authority for recommendation/decision?

May request manager's approval to shut down system that exhibits an issue requiring the system to close general access to be repaired or protected. All purchase authorizations exceeding $500 require approval. Produces budget reports which are reviewed by management. Must request approval to agree to a work commitment that is not currently identified on the workload to prevent over commitment or scheduling conflicts

Potential Impact of Results

Describe the potential impact of error (What potentially could happen in the event that the individual were to fail to perform their job correctly?).

List who (citizens, other department/unit personnel, statewide-personnel, etc.) would be impacted and the degree of impact.

May impact agency divisions and IT staff with lack of database access, loss of data to support database reports, and loss of documents.

List what (dollars, larger systems, processes, other resources, etc.) would be impacted and the degree of impact.

The data systems may not reflect accurate information or provide accurate reports which are used to make decisions that affect the agency and services provided.

Financial Dimensions (if applicable)

Describe the type and annual amount of all monies that the position directly controls, administers or manages (*excluding employee salary and benefits*) for example: delegated signature authority amount, invoice approval for contract expenditures.

This position does not directly control, administer or manage monies but does produce budget reports from the organization data system as a scheduled monthly report. This report supports management's ability to make financial decisions.

Lead Work/Supervisory Responsibilities

Lead Position: Yes ☐ No ☒ Supervisory Position: Yes ☐ No ☒	☐ Assigns Work ☐ Instructs Work ☐ Plans work ☐ Evaluates Performance ☐ *Hires ☐ *Terminates (*Has the authority to effectively recommend these actions.)	☐ Checks Others' Work ☐ *Takes Corrective Action

List Class Title and Working Title of Position(s) Supervised	If Part Time, What %
N/A	Part Time %.

Add information that clarifies this position's lead or supervisory responsibilities.

Working Relationships

Level of Supervision received (*check one*). For more guidance see [Glossary of Classification Terms]().
☐ Direct/Close Supervision: Most work is reviewed in progress and upon completion.
☐ General Supervision: Completed work is spot checked.
☒ General Direction: Completed work is reviewed for effectiveness and expected results.
☐ Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws and program goals.
Add information that clarifies this position's interactions with others to accomplish work.

Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery
For more information see [COOP and Critical Positions](). For higher education, refer to your list of essential personnel.

Is this position designated critical based on agency COOP? Yes ☒   No ☐

*If **yes**, describe how this position supports the agency COOP Critical Functions.*

Assists in facilitation of data management and recovery as a component of the agency functioning through an emergency or recovering from an emergency.

Qualification – Knowledge, Skills and Abilities

Required Education, Experience or Certifications	Application (why each qualification exists)
Bachelor of Science in Information Technology, Information Management or related field	**This position requires management of computer database system with general system programming requirements**
Two years' experience performing SQL inquiries	**Requirement of the position**
Two years' experience developing and writing Visual Basic and z/OS programming	**Requirement of the position**
Desirable/Preferred Education, Experience or Certifications	Application (why each qualification exists)
MS/MBA in Information Management, Computer Science or related field	**The maintains a complex database warehouse system and must generate reports using a system they are responsible to program**

List the competencies (knowledge, skills, abilities and behaviors) and a description of each that are necessary to successfully perform the work of the position.

Special Requests and Conditions of Employment
Examples: Must possess valid drivers' license and good driving record. Must successfully pass a criminal background check.

Must have a valid driver's license.

Working Conditions

Work Setting, including hazards	**Indoors in a professionally configured workspace.**
Schedule (i.e., hours and days)	**5 days a week, Monday-Friday, 8-5**
Travel Requirements	**May travel locally to attend meetings and training.**
Tools and Equipment	**Computer, telephone, printer, calculator, and general office equipment.**
Customer Relations	**Maintain professional conduct when working with customers. Most customers will be within the organization. Some customer contact will occur when coordinating response to data inquiries and report requests.**
Other	

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date **Enter a date.**	Supervisor's/Manager's Signature (required) **Enter text.**
Date **Enter a date.**	Appointing Authority's Name and Title **Enter text.** Signature (required) **Enter text.**
As the incumbent in this position, I have received a copy of this position description.	
Date **Enter a date.**	Employee's Signature **Enter text.**

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only			
Approved Class Title: Enter text.	Class Code: Enter text.	Salary Range: Enter text.	Effective Date: Enter a date.
Pay Scale Type: Enter text.	Job Analysis On File? Yes ☐ No ☐	Position Type (Employee Group): Enter text.	EEO Category: Enter text.
Employee Sub-Group: Enter text.	Position Retirement Eligible: Yes ☐ No ☐	Position is: Funded ☐ Non-Funded ☐	Workers Comp. Code: Enter text.
County Code: Enter text.	Business Area: Enter text.	Personnel Area (FEIN): Enter text.	
Position Eligible for Telework Yes ☐ No ☐		Positon Eligible for Flextime Yes ☐ No ☐	
Position Eligible for Compressed Workweek Yes ☐ No ☐		Unique Facility Identifier (UFI) For more information see: UFI Search Feature Enter text.	
Bona Fide Occupational Qualification Yes ☐ No ☐ If **yes**, list qualifications: Enter text.			

Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.

Date: **Enter a date.**	HR Designee's Name: Enter text.	HR Designee's Title: Enter text.	HR Designee's Signature: Enter text.
Date: **Enter a date.**	Budget Designee's Name: Enter text.	Budget Designee's Title: Enter text.	Budget Designee's Signature: Enter text.